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28 JAN 1972

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 51

1. In October 1971 Headquarters Notice 20-479 was circulated to all employees. This document announced the five percent reduction of the Agency personnel ceiling and in general terms explained the methods by which the reduction was to be accomplished. Since that time ORD has been notified of its reduced Table of Organization for both FY-72 and FY-73.

2. In order to preclude unfounded speculation, we wish to advise you that our FY-72 personnel ceiling will be met by attrition. Transfers, resignations, and the one retirement already scheduled make a formal reduction-in-force program unnecessary. However, these personnel losses must be balanced by a judicious and selective replacement procedure which obviously must be less than a one-for-one basis.

3. It appears that FY-73 will present a more difficult problem and a formal statement of the ORD position cannot be made at this time. Over the past eight years the attrition rate for ORD has ranged between 12 and 18 percent. Consequently, it is anticipated that with such attrition, plus continued selective replacement control and other pertinent management techniques, ORD can meet its ceiling authorization without resorting to drastic measures.

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Director of Research and Development

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